



Department of Behavioral Health and Developmental Services  
**PERSONNEL RECORD REVIEW FORM**  
 Office of Licensing

PROVIDER:	LICENSE #:
SERVICE:	SPECIALIST:
DATE:	<input type="checkbox"/> Scheduled Inspection <input type="checkbox"/> Unannounced Inspection

COMMENTS:		Name/Record Number							
	<b>DATE OF HIRE:</b>								
§ 390.C	Separate File for Health Information								
§ 400	Separate File for Background and Registry Check								
§ 400	Criminal Background Check: State								
§ 400	Criminal Background Check: FBI								
§ 400	Central Registry Check								
§ 400.D	Prior to beginning duties								
§ 400.E.1	Provider will maintain disclosure statement								
§ 400.E.2	Provider will maintain Documentation that material was submitted & departmental transmittal results								
§ 410.A.1	Job Description includes job title								
§ 410.A.2	Job Description includes duties & responsibilities								
§ 410.A.3	Job Description includes title of supervisor								
§ 410.A.4	Job Description includes minimum KSA								
§ 420.A	Qualified for Job:								
§ 420.B	Verification of Prof. Credentials								
§ 430	Personnel Record:								
§ 430.A.1	Identifying information								
§ 430.A.2	Education & training history								
§ 430.A.3	Employment history								
§ 430.A.4	Verification of Credentials								
§ 430.A.5	Job-related references and verification of employment history.								
§ 430.A.6	Results of Criminal/Registry								
§ 430.A.7	Performance Evaluations								
§ 430.A.8	Disciplinary actions (if any)								
§ 430.A.9	Licensing org./HR adverse actions (if any)								
§ 430.A.10	Record of Employee Participation in dev. activities/orientation								
§ 440	Orientation of Staff –15 business days								
§ 440.1	Orientation: Objectives & Philosophy								

COMMENTS:		Name/Record Number							
DATE OF HIRE:									
§ 440.2	Orientation: Confidentiality								
§ 440.3	Orientation: Human Rights								
§ 440.4	Orientation: Personnel policies								
§ 440.5	Orientation: Emergency preparedness								
§ 440.6	Orientation: Person-centeredness								
§ 440.7	Orientation: Infection control								
§ 440.8	Orientation: Other applicable policies								
§ 450	Staff Training & Development:								
§ 460	Emergency Medical or First Aid Training								
§ 460	CPR								
§ 470	Written policy of staff kept informed of Policy changes								
§ 480.A	Written policy for Performance evaluations								
§ 480.B	Performance evaluation include developmental needs								
§ 480.C	Performance evaluation at least annually for each employee or contractor								
§ 510.A	Initial TB screening w/in 30 days								
§ 510.B	Annual TB (SA - OP & Residential.):								
§ 530.B.1	ER preparedness training: alerting personnel & sounding alarms								
§ 530.B.2	ER preparedness training: implementing evacuation procedures								
§ 530.B.3	ER preparedness training: using, maintaining & operating equipment								
§ 530.B.4	ER preparedness training: Accessing ER medical information								
§ 530.B.5	ER preparedness training: utilizing community supports								
§770.B&C -780.3	Medication Management Training:								
§ 800.B	Behavior Management Training								